

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Governmental Program Analyst	Office of Policy Development & Quality Assurance	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Training & Communication Coordinator	913-110-5393-912	June, 2015

**As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.**

**GENERAL STATEMENT:**

Under the direct supervision of the Chief, Office of Policy Development and Quality Assurance (PDQA), a Supervising Transportation Engineer, the Associate Governmental Program Analyst leads the Local Assistance training program to assist Local Transportation Agencies be in conformance with Federal and State regulations. The incumbent will direct the training business needs to district, regional and local transportation agencies. The incumbent also manage consultant contracts and grants through the Local Technical Assistance Program (LTAP) and Cooperative Training Assistance Program (CTAP). The incumbent will also lead PDQA communication efforts on Federal and State transportation policy communication plan to the district, regional and Local Transportation Agencies.

**TYPICAL DUTIES:**

Percentages

Essential (E)/ Marginal (M)<sup>1</sup>

Job Description

30%

Independently work with Federal, State, regional and local transportation agencies to develop and maintain transportation training courses on proposed policies and procedures to ensure conformance with State and Federal requirements. Analyze policies and procedures to develop and implement new transportation training for Federal, State, regional and local transportation agencies. Work as the lead on a multi discipline team on more difficult and complex policies training to review, revise, and develop policy training material for the successful implementation of planning and delivering regional and local transportation projects using federal and state resources. Analyze existing transportation training material to ensure the information is relevant, accurate, and current with Federal and State regulations. Propose and implement improvements to the transportation policy and procedure training as needed.

## POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

30%

Serve in the lead capacity on Federal and State transportation policy and procedure communication efforts from the Division of Local Assistance to the Districts, regional and local transportation agencies through multiple communication tools. Oversee the content of the Office web site to ensure the transportation policies and procedures are current and clearly recognized. Provide direction and clarity to Federal, State, regional and local transportation agencies on new and proposed policies and procedures through the use of multiple communication tools such as the web, blog, forums, and other outreach publication.

20%

Develop scope of work, execute and manage consultant contracts and grant programs in support of transportation project planning, in regards to the LTAP and CTAP programs to ensure regional and local transportation agencies are in conformance with federal regulations. Perform as a Project Manager to ensure that the contracts and grants stay within scope, cost, and schedule. Develop quarterly expenditure reports and workplans to the DLA and Federal Highway Administration.

15%

Serves as the project manager on multiple policies and procedure training courses, academies and workshops with Federal, State, regional and local transportation agencies. As the project manager, lead and facilitate training courses, academies and workshops to Federal, State, regional and local transportation agencies. Provide guidance to the Division of Local Assistance as the Subject Matter Expert for effective presentation and training techniques.

5%

Other duties as directed in support of the Office of Policy Development and Quality

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<sup>1</sup>ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.  
MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

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## SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

The incumbent provides functional direction and general assistance to the districts and divisions involved in the Local Assistance program. The incumbent does not provide direct supervision to any employees.

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## KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

## POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

- Knowledge of Caltrans' role in administering the Local Assistance Program.
- Knowledge and ability to effectively and efficiently use personal computers and related software: Microsoft Office including but not limited to Word, Excel, Access, Outlook, and PowerPoint.
- General knowledge of Federal and State laws, regulations, and policies related to Federal-aid and State funded projects for which local agencies are responsible.
- Ability to use social media tools to communicate information to partners and customers
- Ability to work well with people at all levels within the Department and outside.
- Ability to exercise sound judgment and demonstrate effective decision-making.
- Ability to quickly grasp new ideas and incorporate them into existing procedures and policies.
- Ability to work independently as well as part of a team.
- Ability to communicate both written and orally effectively using strong English grammar skills.

The incumbent must be able to reason logically, creatively, and be innovative to resolve problems and issues. The incumbent must have the ability to analyze data and information from numerous sources, and present ideas, information, and alternatives concisely and effectively. Must have the ability to prepare detailed instructions, guidance and documentation of all work activities.

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for decisions, actions, and consequences inherent in planning, organizing, and directing Local Assistance program activities. Sensitive, controversial, or highly technical decisions are reviewed by the Chief, PDQA. Errors would lower the Department's credibility in dealing with the FHWA and local agencies resulting in the loss of Federal funding at the State and local level, and projects delays.

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### PUBLIC AND INTERNAL CONTACTS

The incumbent has frequent contact with persons within the Division, other HQ divisions; Caltrans District staff, FHWA, Universities, and local agencies.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

## POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

The incumbent must have the ability to develop and maintain cooperative working relationships; respond appropriately and professionally to difficult situations; recognize emotionally charged issues or problems and acknowledge the various responses without escalating tensions. Must be able to effectively communicate in English and may be required to make presentations, facilitate meetings, lead workshops, and serve on quality teams.

The incumbent must be able to sit for prolonged periods of time while using a keyboard/mouse and video display monitor or while reading, preparing, or reviewing documents or attending meetings. Field activities may require walking, climbing, and balancing. Must be able to use fine manipulation and/or simple grasping during the course of the workday. Must be capable of sustained mental activity needed for report writing, auditing, problem solving, analysis, and reasoning. Must be able to handle a workload that may be subject to frequent, substantial, and unexpected changes that could affect the scheduling or completion of assignments.

The incumbent must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Must have the ability to develop and maintain cooperative, collaborative working relationships and recognize difficult, emotionally charged and/or sensitive situations and handle them effectively and appropriately. Must deal effectively with pressure, maintain focus and intensity, and yet remain optimistic and persistent, even under adversity.

The incumbent behaves in a fair and ethical manner toward others and demonstrates a sense of responsibility and commitment to public service. The incumbent values cultural diversity and other individual differences in the workforce.

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### WORK ENVIRONMENT

The work environment is fast-paced and requires considerable flexibility in managing time, priorities, and assignments. It can be demanding and/or stressful. The work environment may include both office and field environments, including transportation construction zones. Incumbent may be required to travel to district offices, other state and federal agencies, and to the project sites. In the field the incumbent may experience all climatic conditions, including rain or snow. Proposed project sites and/or construction sites may be loud, dusty, or dirty and may include rugged terrain. While at their base of operation, employee will work in a climate-controlled office under artificial lighting. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate.

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I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

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EMPLOYEE (Print)

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PM-0924 (REV 7/2014)

EMPLOYEE (Signature)	Date
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I have discussed the duties with and provided a copy of this duty statement to the employee named above.

Supervisor (Print)
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Supervisor (Signature)	Date
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